



October 15, 2004

Subject: 2005 Awards Programs for the Small Business Administration
National/Regional Small Business Prime Contractor of the Year Award

Dear SADBUs:

Each year, the Small Business Administration (SBA) selects one small business from among the ten Regional winners as the National Small Business Prime Contractor of the Year. All firms that are nominated will receive an Administrator's Award for Excellence (certificate). Presentation is made at an SBA sponsored awards ceremony, which is tentatively scheduled for the week of April 25-29, 2005 in Washington, DC.

Deserving prime contractors are nominated by Federal Buying Offices. To nominate one of your outstanding suppliers or service providers, that embody excellence in the prime contracting arena, you must complete SBA Form 1375 for each nomination you submit. For your convenience, you can download this form from the SBA's internet homepage at <http://www.sba.gov/library/forms.html>.

To ensure expeditious processing, nominations must be submitted by **December 17, 2004** to the SBA office that covers the Region where the firm is located. Enclosed is an address listing of SBA offices. To facilitate communications, **it is requested that you provide us with your e-mail address and data fax numbers, as well as those of your nominee. We recommend you add this information to the SBA Form 1375.**

Regional winners cannot receive the award if they have won it within the past 3 years. To verify that your nominee is not a recent Regional award winner, we are also enclosing a list of awardees for 2002-2004. While your participation is strictly voluntary, we encourage you to recognize excellence and nominate your top small business prime contractor for this award.

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Thank you for your interest and continued support for the small business community. If you have any questions, please contact Vincent Mazzotta at (215) 580-2809.

Sincerely,

John Campbell
Area 2 Director
Office of Government Contracting

Enclosures